



## RIGHT-OF-WAY SUBMITTAL CHECKLIST FOR TREE PLANTING/REMOVAL/MAINTENANCE OF STREET TREES

Planning & Community Development  
Parks Recreation and Cultural Services

The following information is typically needed in order to submit an application for review. Depending on the scope of work, some items may not apply or may be combined. If you have a question on required items, please call (206) 801-2500 or stop by our office. Read each item carefully and provide all applicable information.

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| <ul style="list-style-type: none"><li><input type="checkbox"/> <b>City of Shoreline Right-of-Way Permit Application</b> included.</li><li><input type="checkbox"/> <b>Site Plans – two (2) minimum size 11” x 17” copies</b> drawn to an engineering scale, such as 1” = 20’. The site plan is a graphical representation of your total proposal as seen from above including property lines. The site plan should include:<ul style="list-style-type: none"><li>• Name, address, and phone number of the person who prepared the drawing.</li><li>• Graphic scale and north arrow.</li><li>• Location of streets, and driveways, include driveways on adjacent property and adjacent streets.</li><li>• Location of power, gas, sewer water, and telecommunication lines, paving, or any other utility improvements, where applicable. Location of frontage improvements for curb, gutter, sidewalk, catch basin.</li><li>• Location of existing and proposed street trees. Identify trees proposed to be removed.</li><li>• Species of tree(s) selected from the Approved Street Tree List.</li></ul></li></ul> | <ul style="list-style-type: none"><li><input type="checkbox"/> <b>Proof of License, Bonding and/or Insurance.</b> For any work in the public right-of-way public liability insurance is required. All contractors and/or individuals must provide a certificate of liability insurance naming the City of Shoreline as additional insured.</li><li><input type="checkbox"/> <b>Traffic Control Plan:</b> Is required for <u>all</u> permit applications with work sites on arterial roads, or where the drivable surface is less than 22’. Submit <b>two (2) copies</b>, if applicable.</li><li><input type="checkbox"/> <b>Submittal Fee:</b> Based on an hourly rate. (Minimum fee = \$153.50). See handout titled <i>City of Shoreline Permit Fees</i>.</li></ul> |
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**NOTE:** Please be sure that all drawings are clear and information is legible. Number each page consecutively and staple them together with the site plan as your first sheet. No pencil drawings will be accepted. Applications may not be accepted after 4:00 pm.

City of Shoreline applications and submittal checklists and applications may be downloaded from our website [www.shorelinewa.gov](http://www.shorelinewa.gov)